

CLEMSON UNIVERSITY STAFF SENATE
December 10, 2013, 10:30 AM, Madren Conference Center

Minutes

Members Present: Kay Bagwell, Roberta Balliet, Brandie Bargeloh, Matt Bundrick, Deb Charles, Laura Clay, Anne Cummings, Leslie Doss, Karen Erickson, Kim Fisher, Linda Galloway, Shelly Geer, Gail Gilbert, Deborah Goss, Shirley Hagood, Jessica Holbrooks, Wendy Howard, Billy Hunt, Adam Hunter, Reba Kay-Purdessy, Sharon Kimbell, Julia Lusk, Rusty McDonald, Amanda Menefee, Angela Nixon, Dede Norungolo, Carol Pike, Judy Pruitt, Meshelle Rabon, Sarah Reeves, Chris Sober, Kari Tankersley, Judy Tribble, Terri Vaughan, Hagan Walker (conference call), Tina White, and Deveraux Williams

Members Absent: Pam Barnhill, Mac Bevill, Meredith Driver, Wilder Ferreira, Julie Jones, Andy Riggins, and Cathy Welton

Guests Present: George Clay, Mike Eads (Anderson Independent Mail), Jennifer Goree, John Mueller, Jackie Todd, and Tom Ward

President Angela Nixon welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the November 12, 2013 Staff Senate meeting as written. Dede Norungolo seconded the motion and the vote was unanimous. The minutes were approved.

2. **Special Order of the Day**

- A. **Tobacco Policy** – George Clay, Executive Director of Student Health Services, shared information about the proposed Tobacco Policy (Attachment A) and presented results from the 2013 Tobacco Survey (Attachment B). The policy states that the use of tobacco in all of its forms would be prohibited on all Clemson property with limited exceptions. Implementation of the policy would include a communication plan and support options for cessation of tobacco use. Jennifer Goree, Campus Healthy Initiative Director, gave a brief history of the tobacco free initiative and the creation of the Tobacco Free Task Force.

Dr. Clay addressed concerns and questions from the Senate about the proposed Tobacco Policy. Clay stated that e-cigarettes were included in the policy because of safety concerns and the potential for them serving as a gateway to cigarette use. Several questions were related to policy enforcement. Most questioned how this new policy be enforced when the current Smoking and Use of Tobacco Policy is not enforced. The response was Clemson will have ambassadors that gently remind offenders of Clemson's policy. Repeat offenders and those that refuse to comply with the policy will be directed to the appropriate authority for disciplinary action.

3. **President's Reports**

- A. **Academic Council** – Matt Bundrick reported that a study is going to be conducted to see how setting minimum requirements for transferring majors affects students ability to transfer, and then possibly a uniform policy on what the minimum should be; granting "incomplete" extensions should be at the discretion of the instructors; and e-portfolios are 1/3 done and they have some new software to help them track progress for reporting.
- B. **Board of Trustees** – The Winter Quarterly is scheduled for February 6-7, 2014.
- C. **President's Cabinet** – The Cabinet met December 9. Draft minutes from the November 11 Cabinet meeting were distributed with the agenda for review.
- D. **Other:**
 1. **Administrative Council**, John Mueller for Michelle Piekutowski. No report.

2. **Human Resources**, John Mueller. 1) Senators were reminded that the Employee Assistance Program (EAP) provides counseling and support for smoking cessation. Deer Oaks is the EAP provider. They can be contacted for additional information at 1-866-327-2400 or online at www.deeroaks.com. 2) The deadline to donate to the leave pool is December 31. Donations can be made through a link on HR's webpage. 3) Kronos rollouts have been postponed until existing technical issues are resolved. Employees currently using timesheets will receive a new timesheet template soon.
3. **Legislative Update**, Julia Lusk. No report.
4. **Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of December 9 are: (a) Vending: \$6,681.71; (b) Staff Senate funds: \$2,806.16; (c) Travel: \$9.68; (d) SDP: \$8,756.07.
5. **Committee Reports**
 - A. **Standing Committees**
 1. **Activities**, Julia Lusk. No report.
 2. **Communications**, Anne Cummings and Reba Kay-Purdessy. No report.
 3. **Membership**, Kay Bagwell and Shelly Geer. Membership met November 19. 1) There are four (4) senators whose terms are ending and they will mandatorily be retiring from the Staff Senate due to having served two consecutive terms. These Budget Centers will require solicitation for nominations. Plaque information has been obtained from our retirees and will be shared with Karon. 2) There are twelve (12) senators whose terms are ending, but they are eligible to re-run for another term. We will reach out to these senators to see their intentions for re-running for a second term or retiring for the Senate, so we can get their plaques prepared. 3) There are three vacancies due to resignations: Chris Greggs (Financial Affairs); David Stancil (Facilities) and Karon Arnold (Athletics). 4) Of the nine senators whose terms are ending, Dede Norungolo (PROVOST), Kim Fisher (CCIT), Sarah Reeves (STU AFFAIRS) and Rusty McDonald (FACILITIES) have agreed to run for another term. We haven't received a response from Adam Hunter of his intentions. Angela Nixon will notify us with her decision after the holidays. We received retirement plaque preferences from those senators who have chosen not to run for another term. We will forward that information to Karon. 4) The committee discussed attendance issues. The committee will address those with excessive absences. 5) The following Budget Centers will require solicitation for nominations: PSA, CES, Provost, CAFLS, BBS, CCIT, Athletics, Student Affairs, Research, Advancement, Facilities and Financial Affairs.
 - Deb Charles and Deveraux Williams will assist with CCIT, CES and Advancement
 - Kari Tankersley will assist with PSA and Research
 - Shelly Geer will assist with Athletics
 - Laura Clay will assist with Provost and CAFLS
 - Gail Gilbert will assist with BBS and Financial Affairs
 - Kay Bagwell will assist with Student Affairs and Facilities
Deveraux agreed to assist us in setting up the voting form(s) in case elections are needed.
 4. **Policy and Welfare**, Wendy Howard. No report.
 5. **Scholarship**, Carol Pike. The Sprint for Success 5K raised approximately \$4000 to benefit our scholarship fund. Carol Pike announced that she is resigning from Clemson University in January to student teach. Carol was thanked for her service to the Senate and the University.
 - B. **University Committees**
 1. **President's Commission on the Status of Black Faculty and Staff**, Karon Donald. A holiday social is planned for Wednesday, December 18, 4-7 p.m., Red Minnow, Central.
 2. **President's Commission on the Status of Women**, Karen Erickson and Tina White. The committee is researching guest speakers to bring to campus. Open Forums are being planned for women in the Clemson community to discuss any issues which are affecting them in their work and life on campus, as well as informational sessions regarding the gender gap in

annual salary. Efforts are continuing regarding the issue of childcare on campus. More information will be provided after the first of the year.

6. Unfinished Business: None.

7. New Business

- A. Tobacco-Free Task Force**, Julia Lusk. Resolution (Attachment C). Due to further need for discussion regarding the proposed Tobacco Policy and the Tobacco Survey results, Julia Lusk moved to table the resolution to support a tobacco-free campus policy. Matt Bundrick seconded the motion. The issue will be an agenda item in January.

8. Announcements

- A. President's Holiday Reception** – The reception is Thursday, December 12, 11 a.m. until 1 p.m. at the Madren Center. Shuttles will run every half-hour from campus to the Madren Center. Shuttle locations are the back of Sikes Hall and the front of the Hendrix Student Center.
- B. General Faculty Meeting** – The meeting will be held on Wednesday, December 18, 1:00 p.m., at the Brooks Center. Staff are encouraged to attend and the Staff Senate President has an opportunity to provide a report. Guests are invited to stay for a holiday reception in the lobby immediately following the meeting.
- C. Graduation** – The graduation ceremonies will be at 9:30 a.m. and 1:30 p.m. on Thursday, December 19, Littlejohn Coliseum. The 9:30 a.m. ceremony is for students graduating from the College of Business and Behavioral Science and the College of Health, Education and Human Development. The 1:30 p.m. ceremony is for students graduating from the College of Agriculture, Forestry and Life Science; the College of Architecture, Arts and Humanities; and the College of Engineering and Science.

9. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, January 14, 2014, 10:30 a.m., Madren Conference Center

Clemson University Tobacco Policy

I. Policy Statement

Clemson University prohibits the use of all forms of tobacco products on University property. The advertising, selling or free sampling of any tobacco or smoke-related product on University property is prohibited. In keeping with Clemson University's littering policy, the University prohibits littering the remains of any tobacco or smoke-related product on University property.

II. Reason for Policy

The University recognizes its social and ethical responsibility to provide a healthy campus environment for students, faculty, staff and visitors. This is consistent with one of the University's 2020 goals "to maintain an environment that is healthy, safe and attractive." There are proven health and economic benefits of eliminating tobacco use from the campus environment for all members of the University community. Tobacco prevention and cessation programs are most effective when supplemented by strong tobacco-free policies and when they are incorporated into a broader community effort to reduce tobacco use.

III. Scope & Audience

This policy applies to all members of the University community including students, faculty, staff, University affiliates, contractors and visitors. It is effective twenty-four hours a day, seven days a week.

IV. Definitions

Tobacco Products:

All forms of tobacco and smoke-related products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), kreteks, bidis, electronic cigarettes, smokeless tobacco, chewing tobacco, snuff and any non-FDA approved nicotine delivery device.

University Community:

Students, faculty, staff, University affiliates, contractors and visitors.

University Property:

Property that is owned, operated, occupied, controlled or leased by the University or a University related organization. For purposes of this policy, this includes but is not limited to all buildings and structures, grounds, athletic facilities, sidewalks, parking lots, walkways and vehicles owned or controlled by the University.

VII. Responsibilities & Procedures

Responsibilities

It is the responsibility of all members of the Clemson University community to comply with this policy. All members of the University community are encouraged to respectfully inform others about the tobacco policy in a continuing effort to promote compliance and enhance awareness of this policy.

Enforcement of Policy

The collaboration and respect of all members of the University community is essential for this policy to be implemented effectively.

If someone is seen using any tobacco or smoke-related product on University property, an individual may remind the tobacco user of this policy and request that he/she comply by discarding the tobacco product. If the tobacco user does not adhere, violation of the policy may result in corrective action and include referral to the following:

- Students will be referred to the Office of Community and Ethical Standards, or a designee of the office.
- If a staff or faculty member refuses to comply with the policy, the immediate supervisor shall be notified. Continuing violations may also result in appropriate disciplinary action up to and including dismissal in conjunction with the university's disciplinary process.
- Contractors will be referred to their respective employers for suitable action.
- Visitors who refuse to comply with the policy may be asked to leave University property.

Exceptions to Policy

The use of tobacco or smoke-related products may only be permitted under the following circumstances:

- Controlled research involving tobacco or smoke-related products with prior approval of the dean or director responsible for the facility, the Provost or appropriate executive vice president and the University Fire Marshal if smoking is involved. A waiver must be requested and then granted in accordance with controlled research requirements, and the Office of Environmental Health and Safety (EHS) must approve the laboratory designs. Smoke shall be controlled locally in a chemical hood or other exhaust system that provides 100% exhaust to the outside.
- By actors or artists who participate in University authorized performances that require smoking or the use of tobacco products as part of the artistic production with prior approval of the dean or director responsible for the facility, the Provost or appropriate executive vice president and the University Fire Marshal if smoking is involved.
- Educational, clinical or religious ceremonial purposes with prior approval of the dean or director responsible for the facility, the Provost or appropriate executive vice president and the University Fire Marshal if smoking is involved.
- Properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party according to the provisions of the lease or agreement. Prior approval must be obtained from the appropriate executive vice president.



Clemson University Tobacco-Free Task Force

George Clay, Executive Director of Student Health Services




Creating the nation's most engaged, satisfied and successful student body

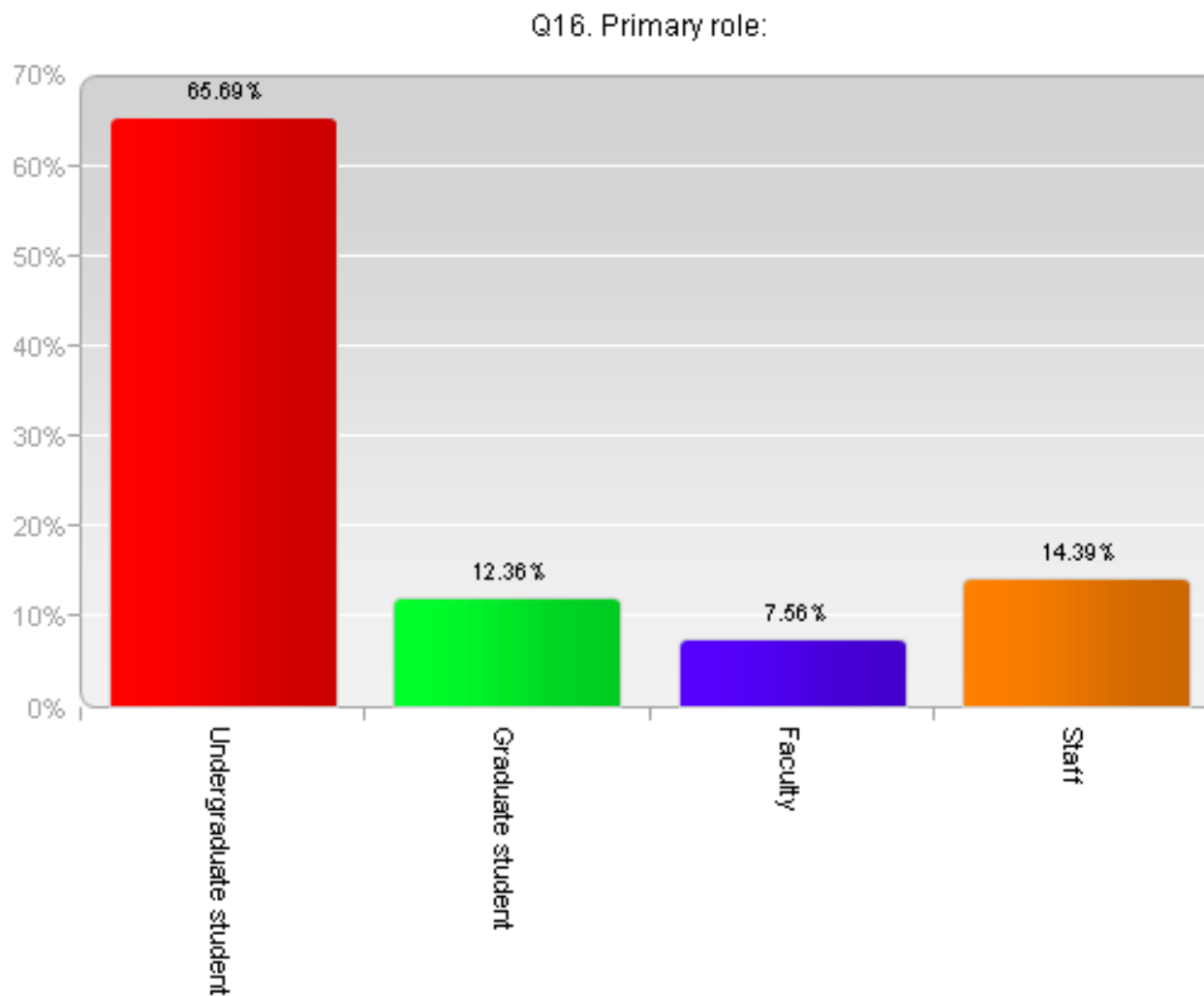


Fall 2013 Tobacco Survey Results

Survey was open from October 30th – November 19th.

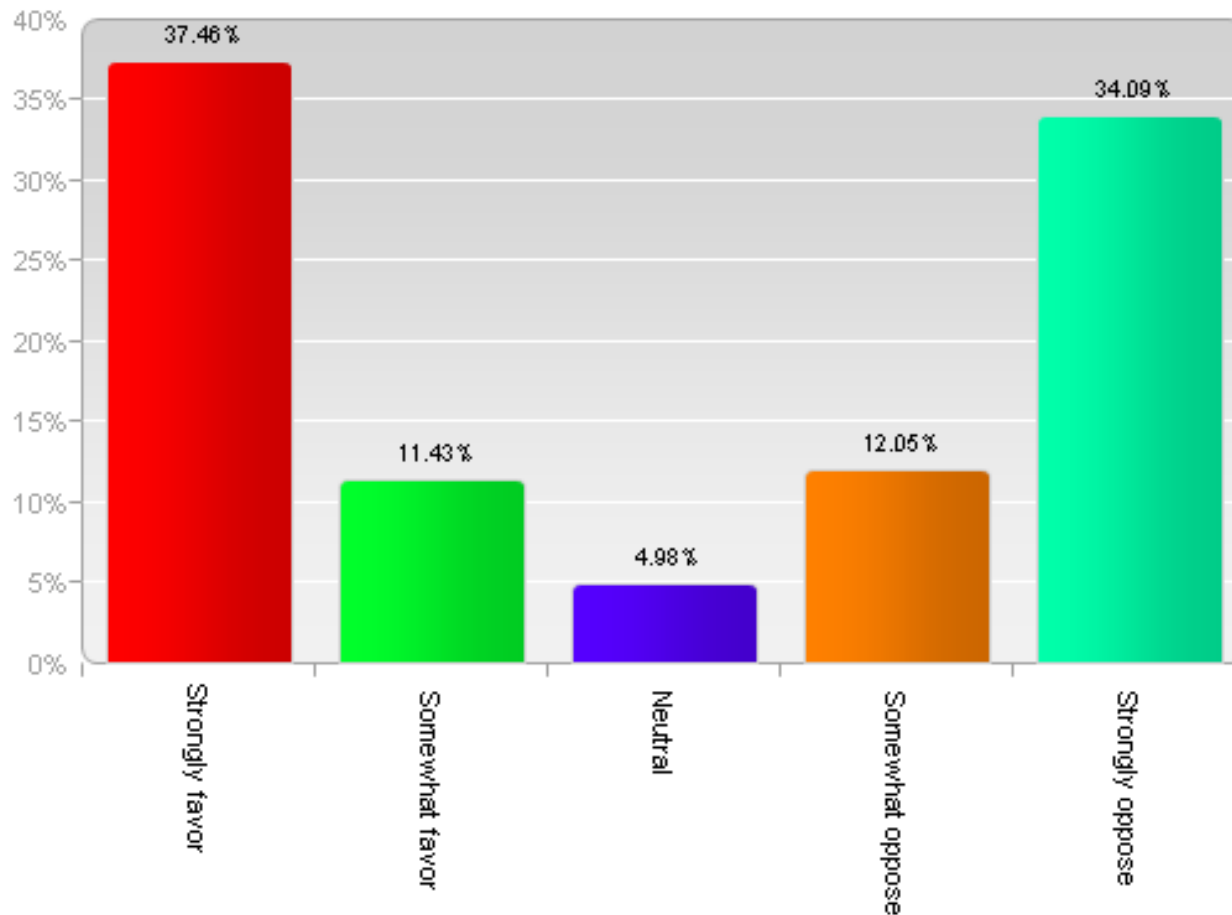
- Total number of survey emails sent: 8,689 students, faculty and staff
 - Total number of completed surveys: 2,355
 - Total number of reminder emails sent: 5
 - Overall response rate: 27.99%
- 

Percentage of Undergraduate, Graduate, Faculty and Staff Respondents



Total Respondents in Favor of Smoke-free Campus

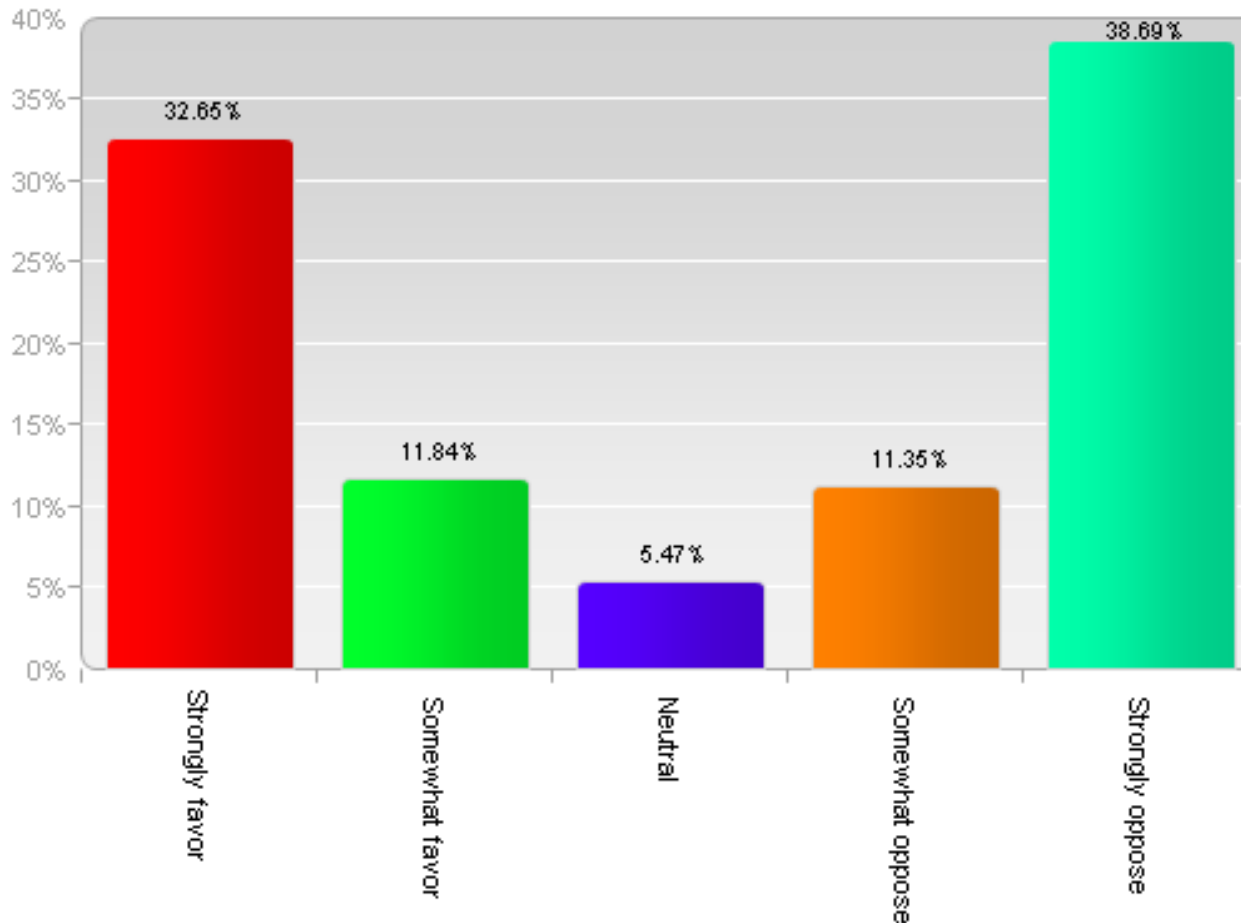
Q2. How do you feel about extending the current University policy of no smoking indoors to include all outdoor areas on Clemson University properties?



- Total in favor: 48.89%
- Total opposed: 46.14%

Total Respondents in Favor of Tobacco-free Campus

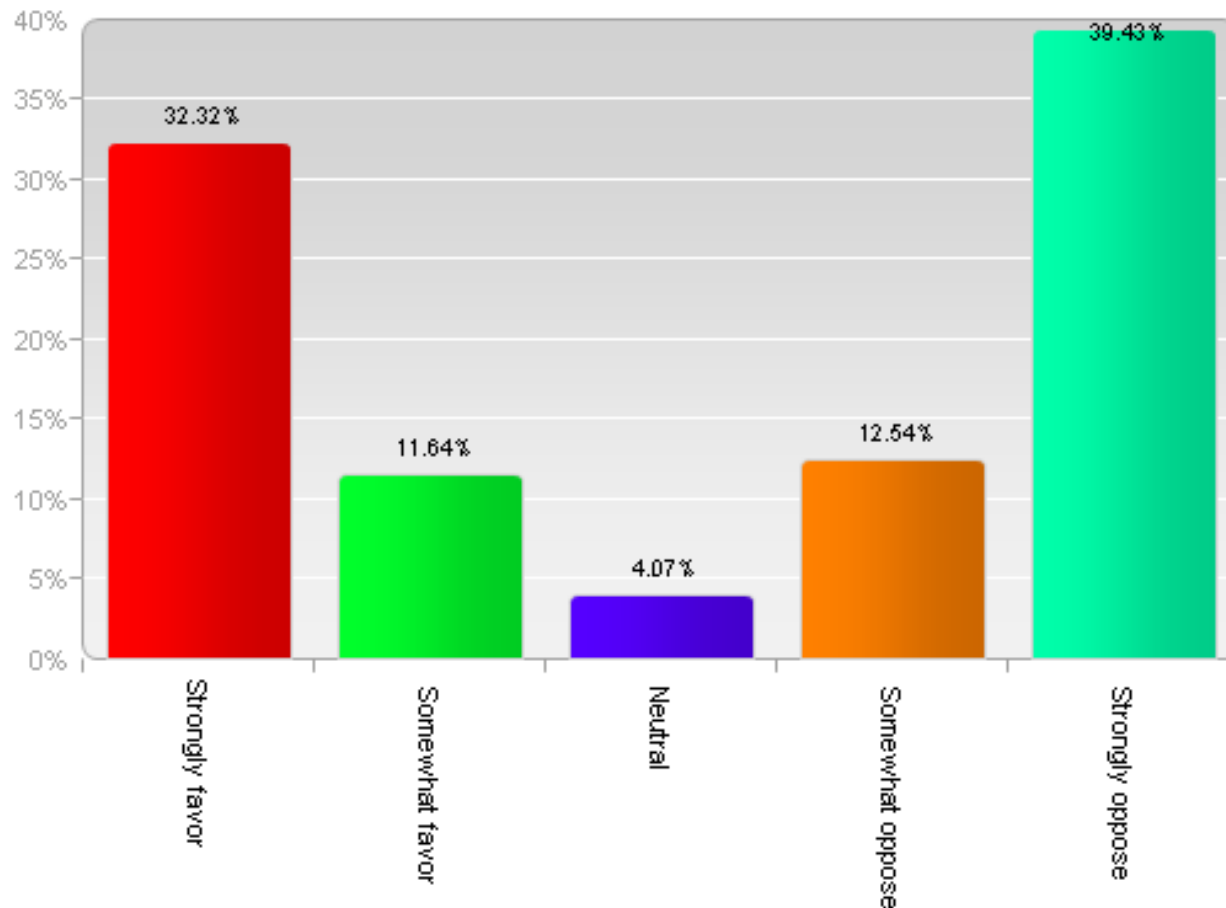
Q4. How do you feel about Clemson University implementing a policy of no tobacco use (both smoke and smokeless) indoors and outdoors?



- Total in favor: 44.49%
- Total opposed: 50.04%

Undergraduate Respondents in Favor of Smoke-free Campus

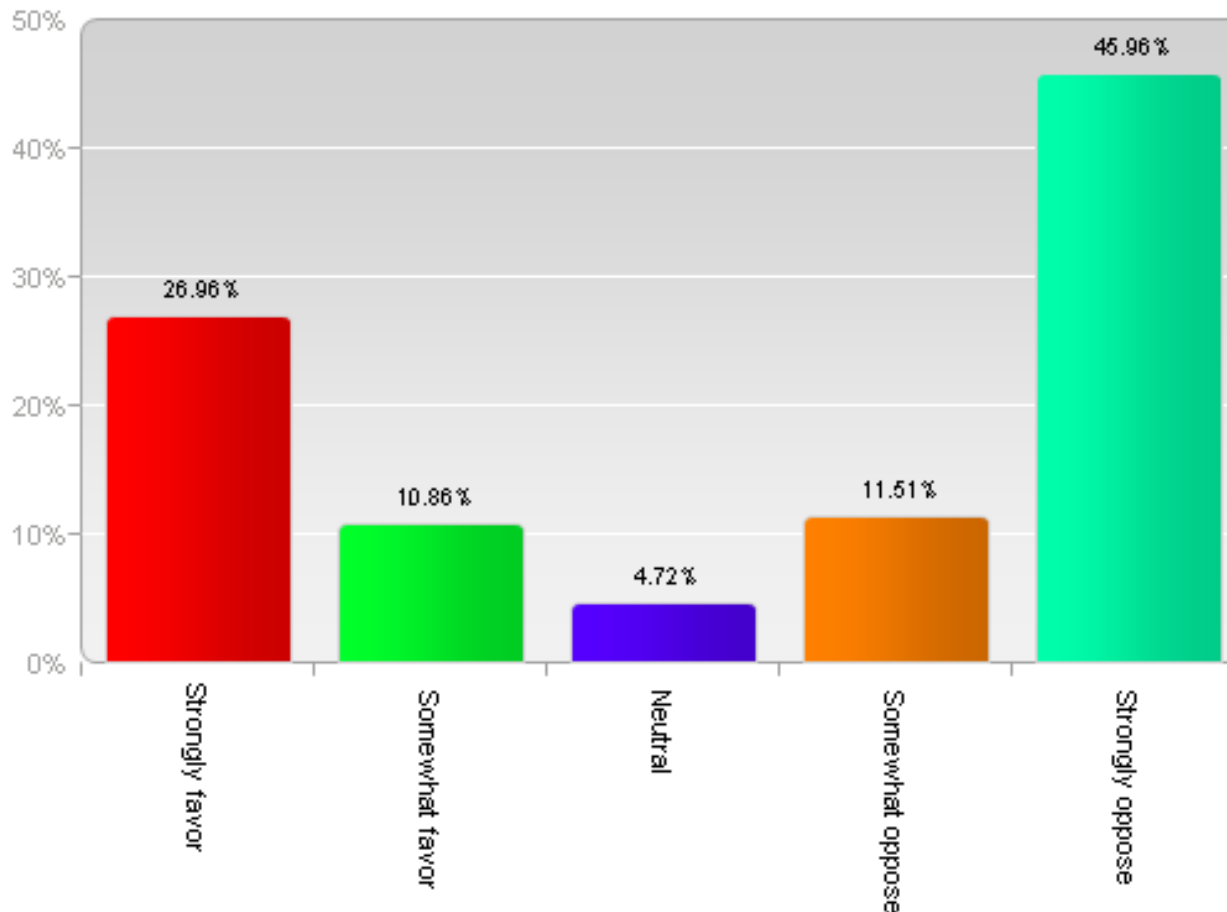
Q2. How do you feel about extending the current University policy of no smoking indoors to include all outdoor areas on Clemson University properties?



- Total in favor: 43.96%
- Total opposed: 51.97%

Undergraduate Respondents in Favor of Tobacco-free Campus

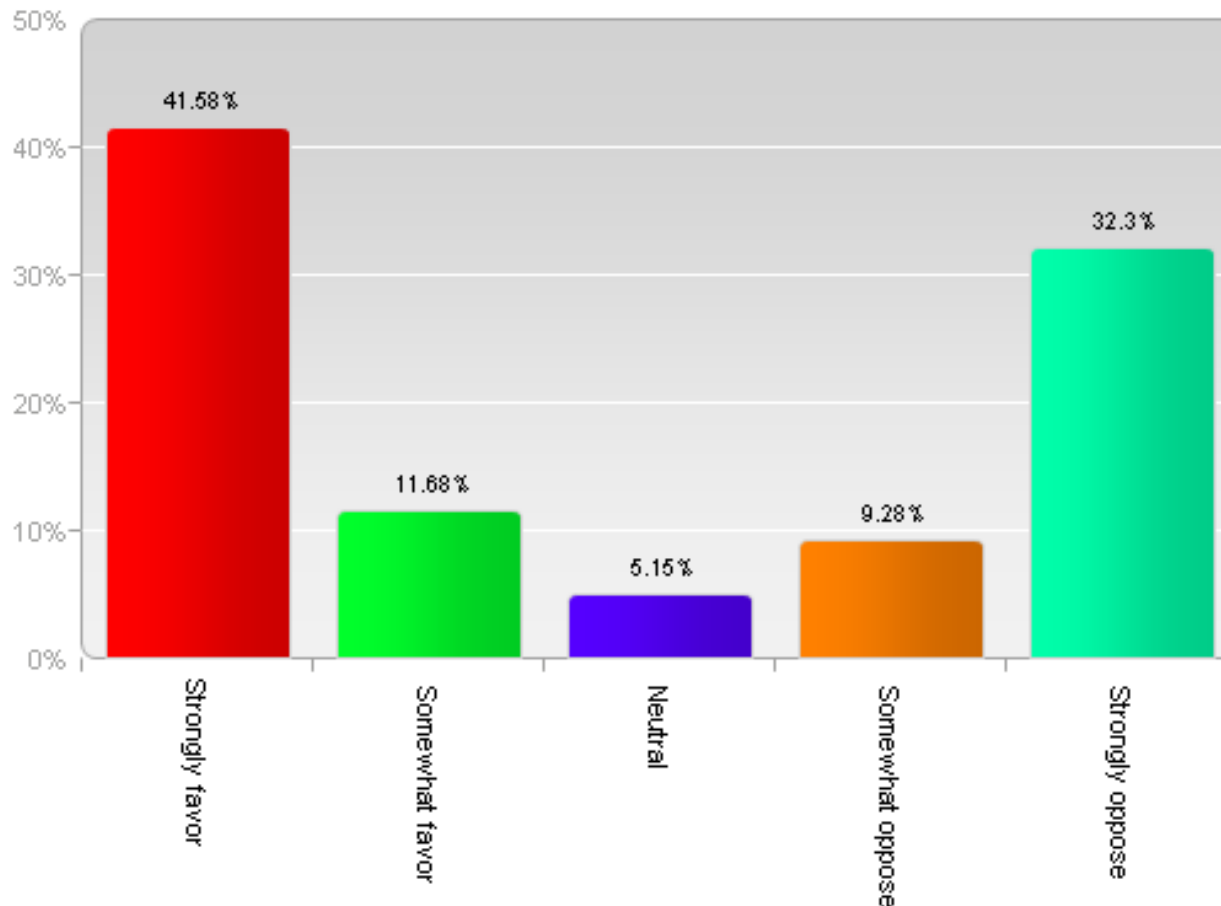
Q4. How do you feel about Clemson University implementing a policy of no tobacco use (both smoke and smokeless) indoors and outdoors?



- Total in favor: 37.82%
- Total opposed: 57.47%

Graduate Respondents in Favor of Smoke-free Campus

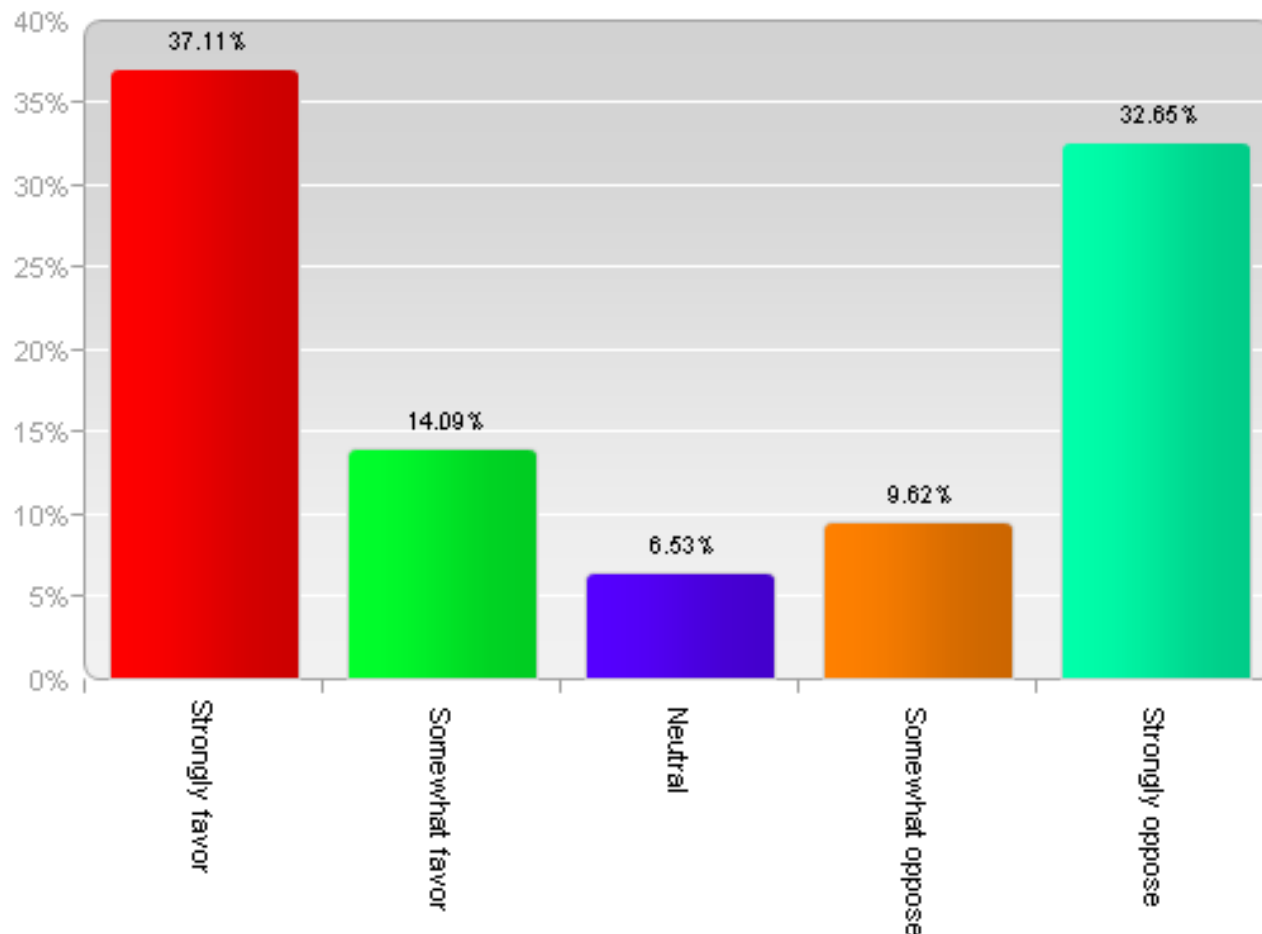
Q2. How do you feel about extending the current University policy of no smoking indoors to include all outdoor areas on Clemson University properties?



- Total in favor: 53.26%
- Total opposed: 41.58%

Graduate Respondents in Favor of Tobacco-free Campus

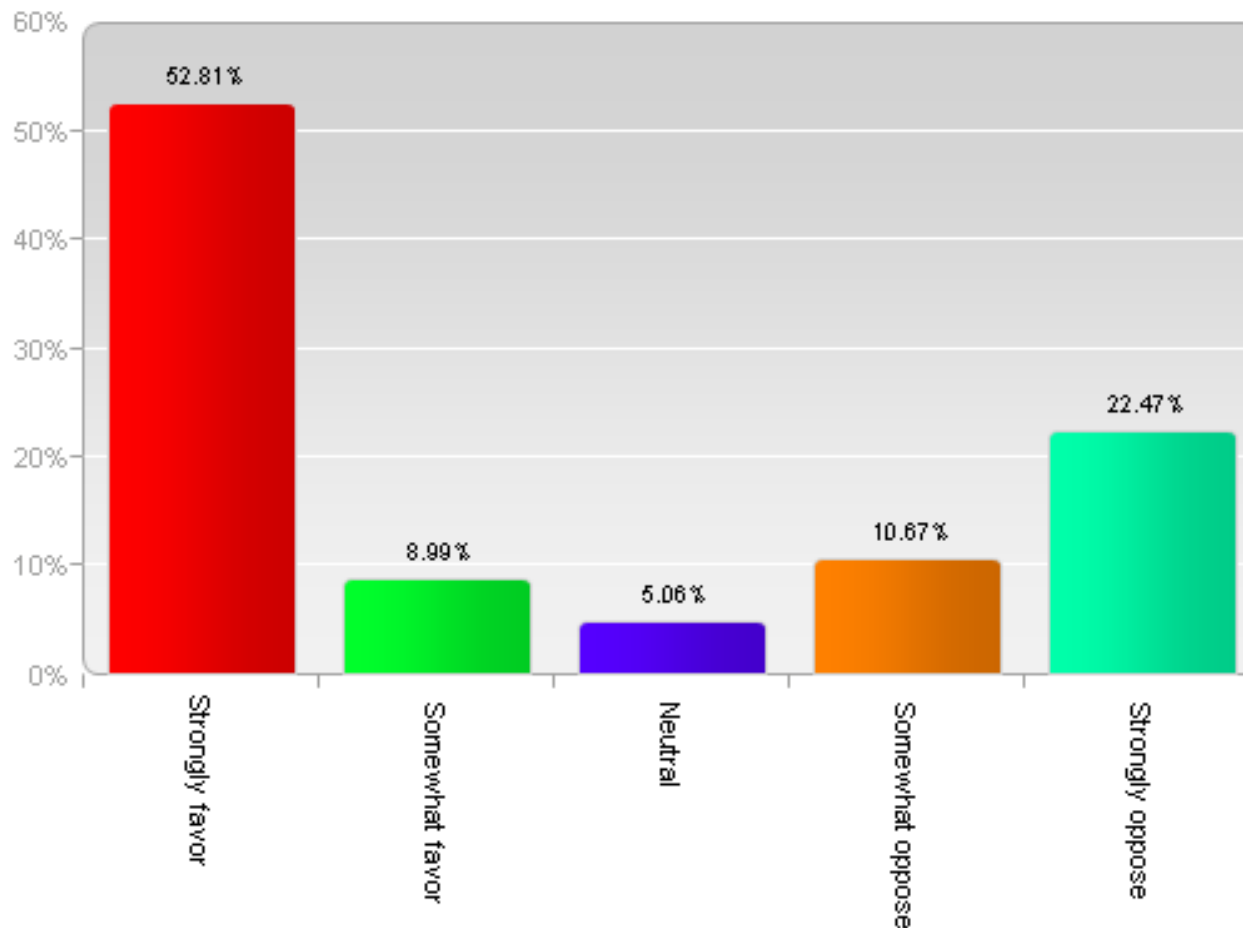
Q4. How do you feel about Clemson University implementing a policy of no tobacco use (both smoke and smokeless) indoors and outdoors?



- Total in favor: 51.2%
- Total opposed: 42.27%

Faculty Respondents in Favor of Smoke-free Campus

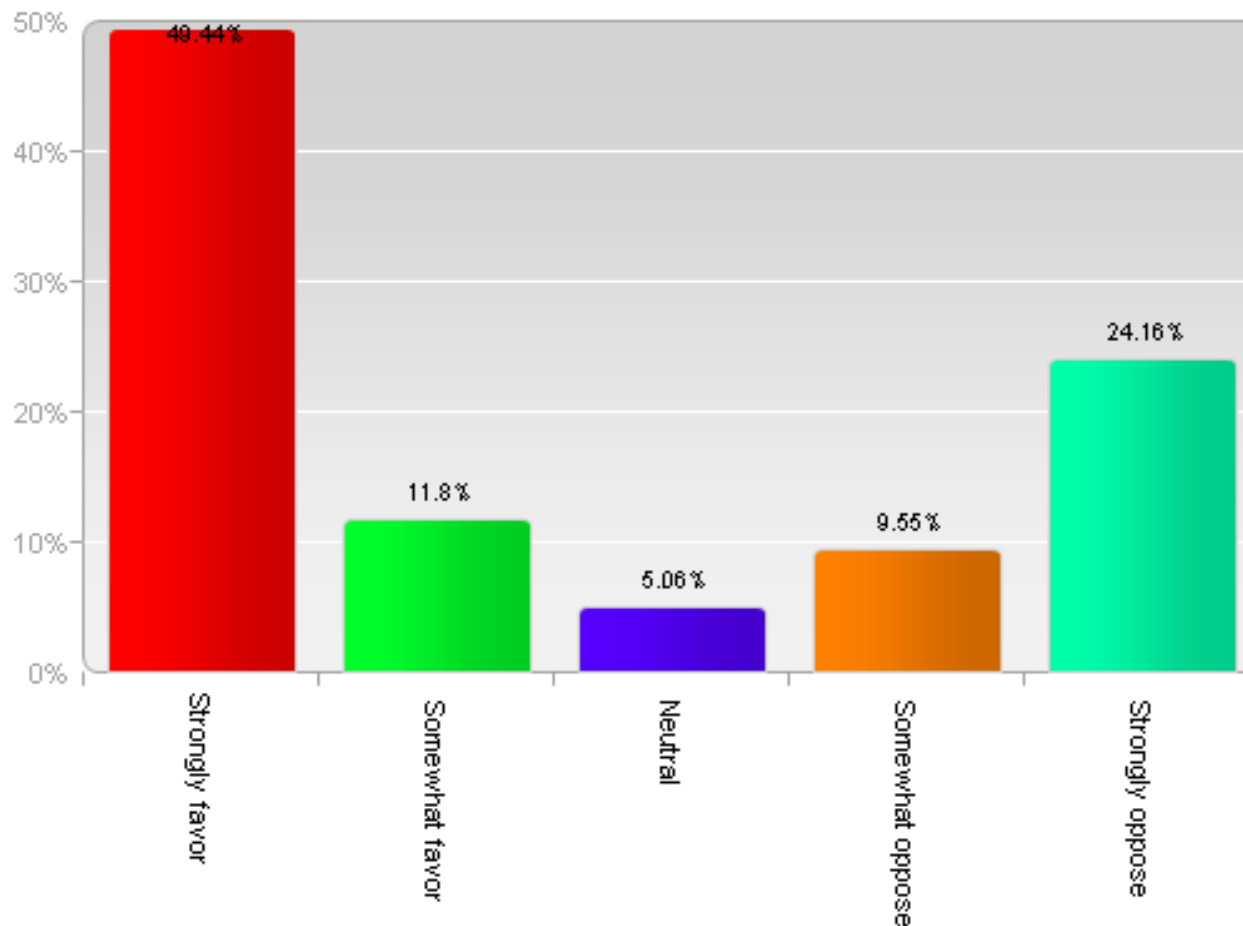
Q2. How do you feel about extending the current University policy of no smoking indoors to include all outdoor areas on Clemson University properties?



- Total in favor: 61.8%
- Total opposed: 33.14%

Faculty Respondents in Favor of Tobacco-free Campus

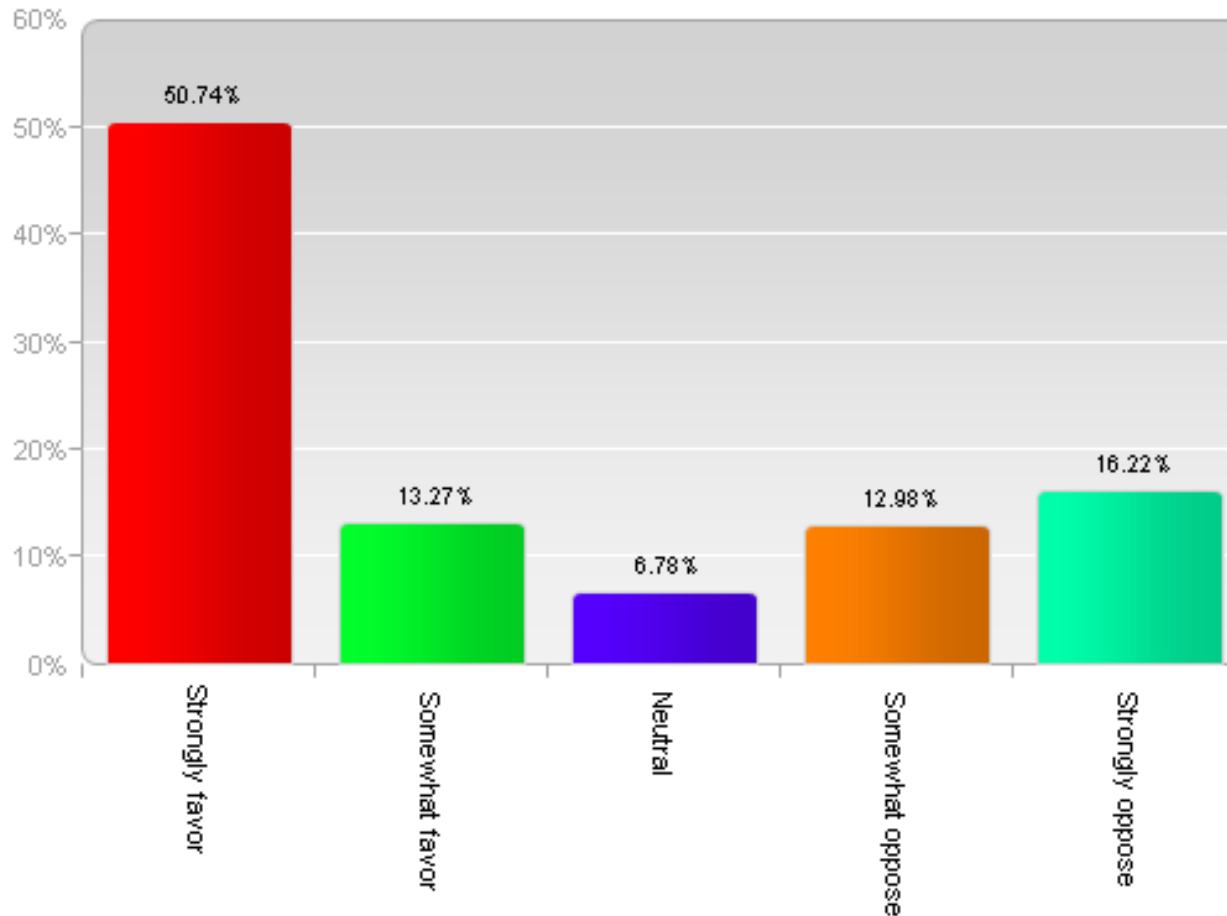
Q4. How do you feel about Clemson University implementing a policy of no tobacco use (both smoke and smokeless) indoors and outdoors?



- Total in favor: 61.24%
- Total opposed: 33.71%

Staff Respondents in Favor of Smoke-free Campus

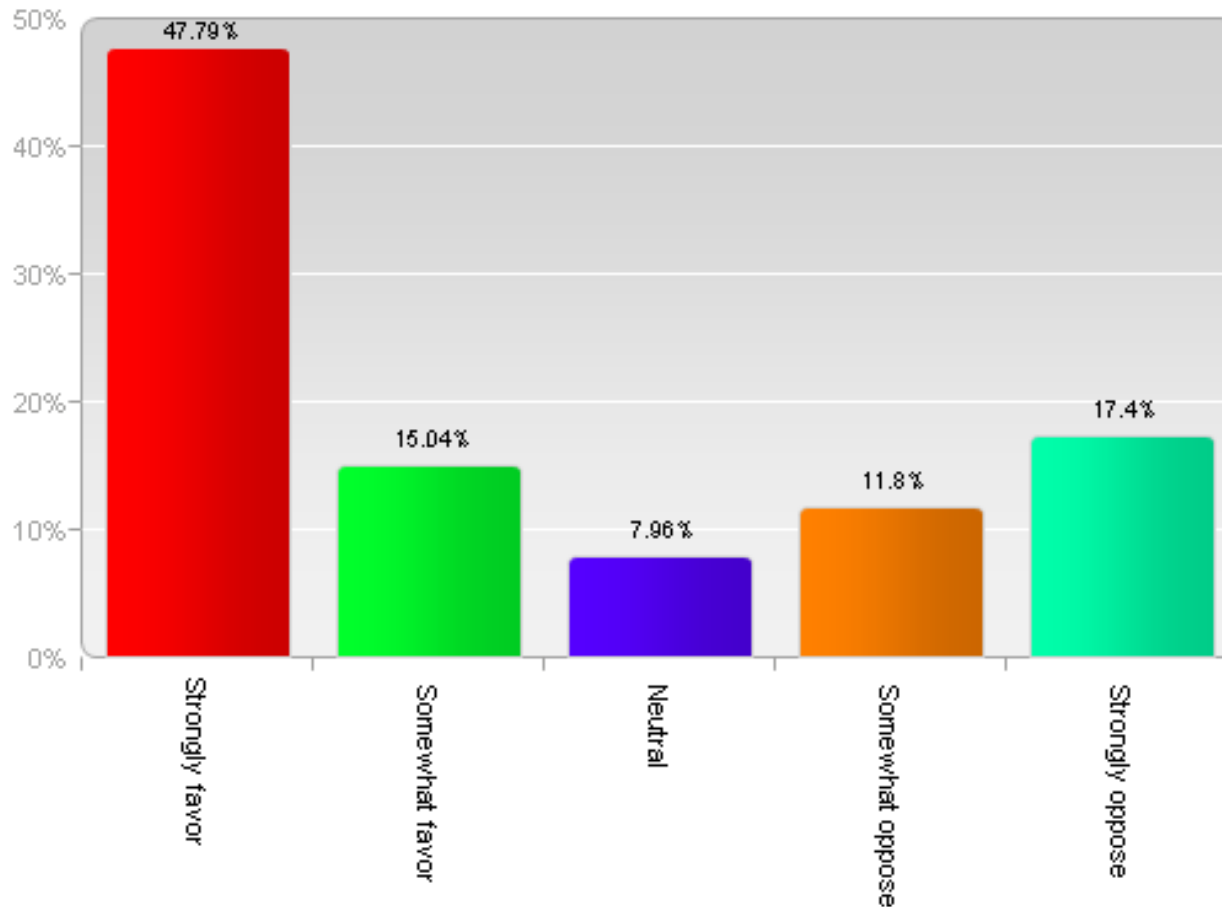
Q2. How do you feel about extending the current University policy of no smoking indoors to include all outdoor areas on Clemson University properties?



- Total in favor: 64.01%
- Total opposed: 29.2%

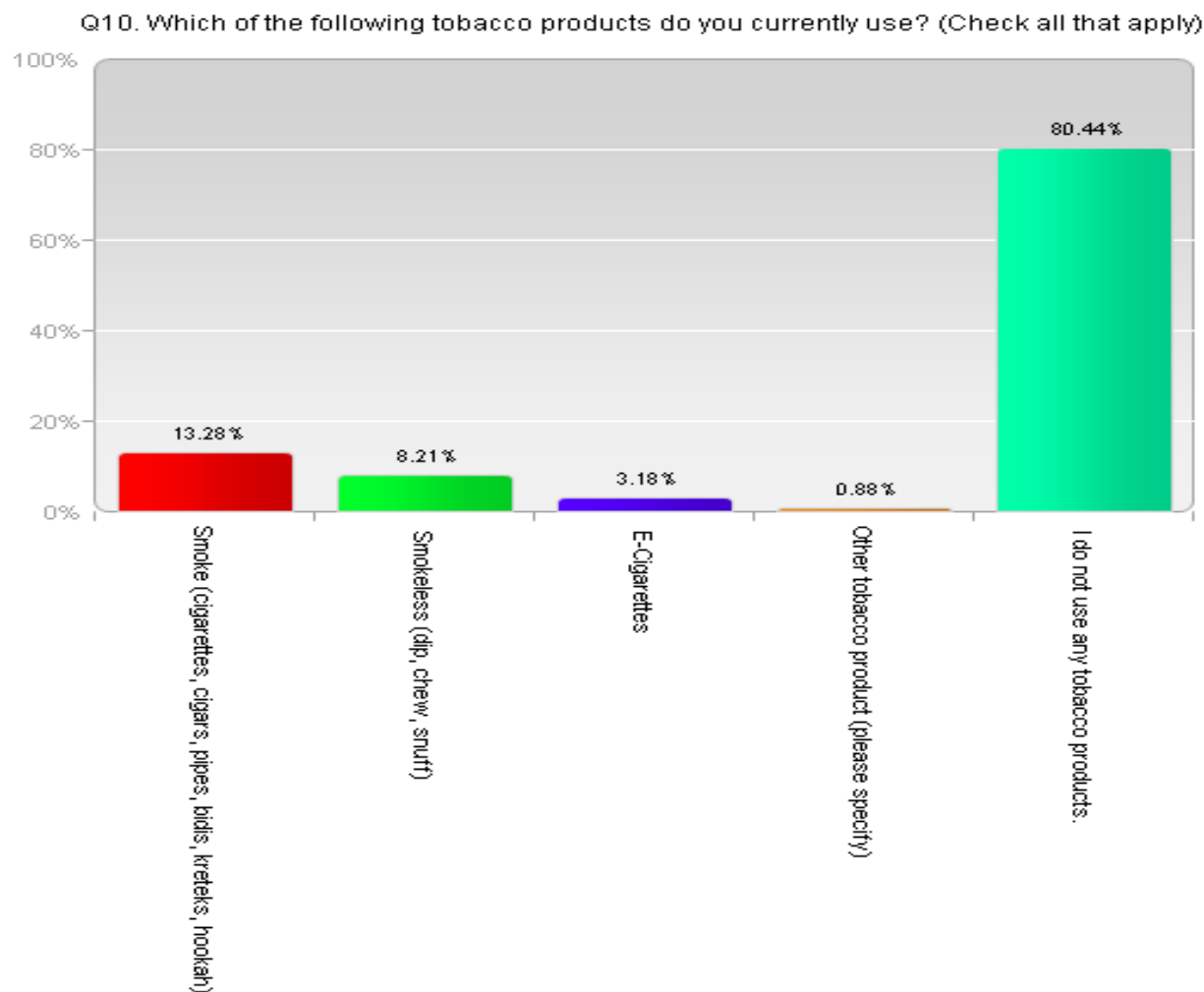
Staff Respondents in Favor of Tobacco-free Campus

Q4. How do you feel about Clemson University implementing a policy of no tobacco use (both smoke and smokeless) indoors and outdoors?

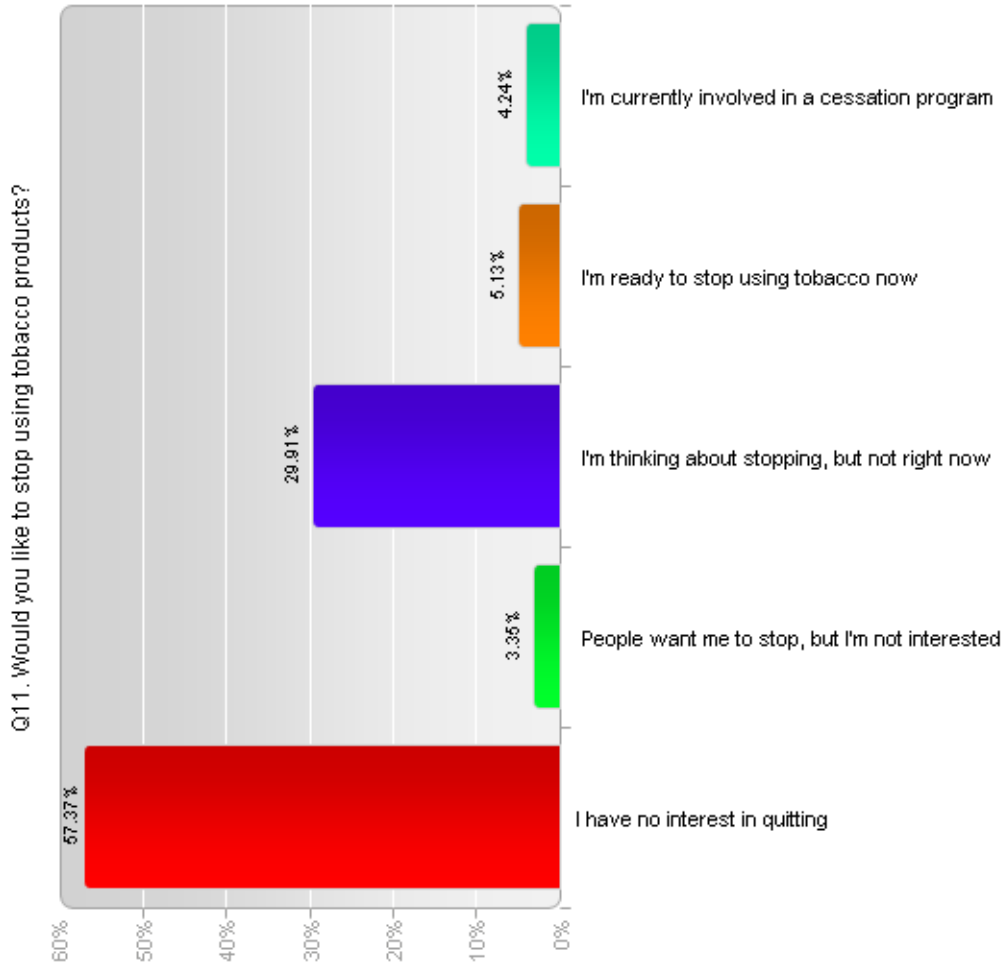


- Total in favor: 62.83%
- Total opposed: 29.2%

Percentage of All Respondents who Report Currently Using Tobacco

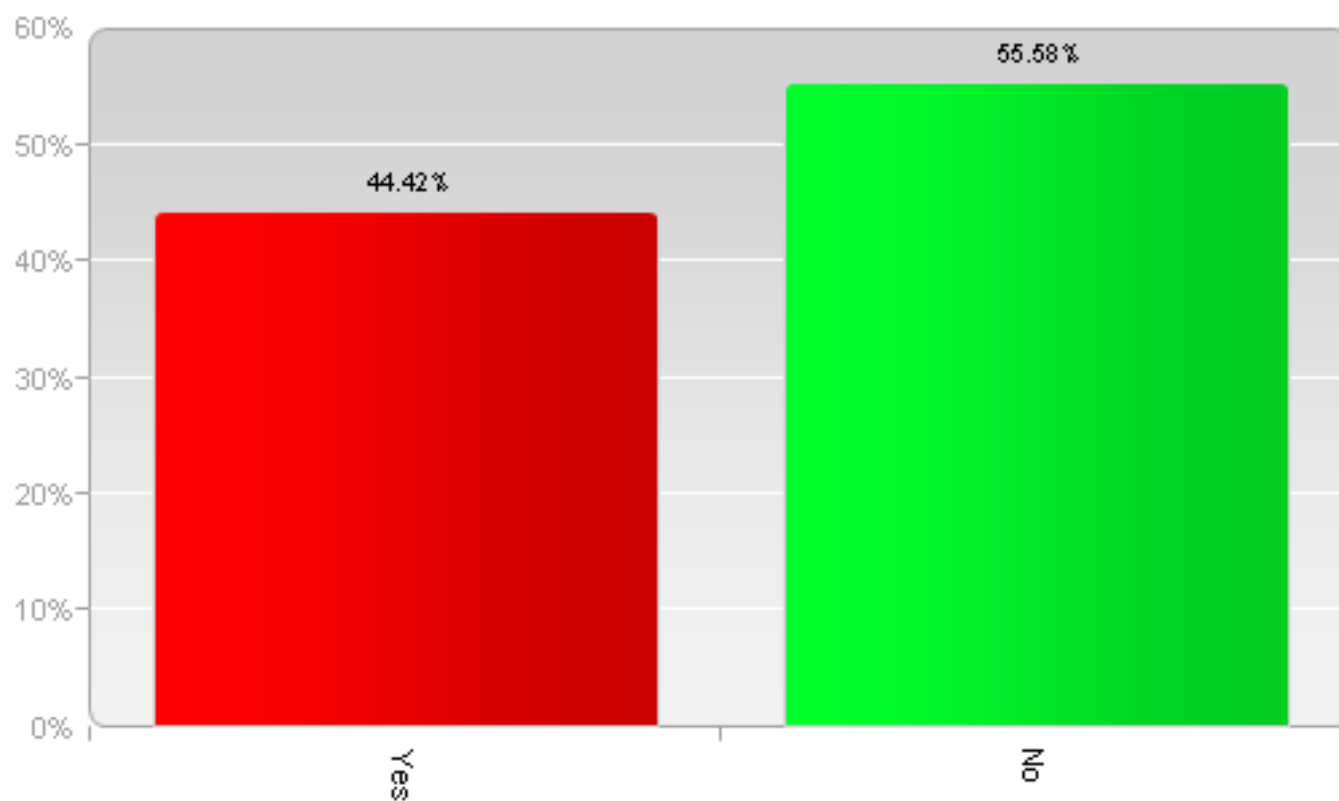


Percentage of All Respondents Who Want to Quit Using Tobacco



Percentage of All Respondents Who Have Tried to Quit Using Tobacco

Q12. Have you ever tried to stop using tobacco in the past?




National Tobacco Data

- **90%** of all smokers start before age 18
- **99%** of all smokers start before age 26
- The number of smokers who initiated smoking after age 18 increased from **600,000 in 2002 to 1 million in 2010**
- Progression from occasional to daily smoking almost always occurs by age **26**.
- Tobacco companies have carefully studied the attitudes and behaviors of young people, particularly as they go through life transitions, such as attending **college**.



Tobacco use is the single, most preventable cause of death and disease.

Smoking kills more Americans each year than all these combined:

- Car Crashes
 - Heroin
 - Homicide
 - AIDS
 - Alcohol
 - Fires
 - Cocaine
 - Suicide
- 

A Resolution to Support a Tobacco-Free Campus Policy

WHEREAS, the Tobacco-Free Campus Task Force, established in 2012 by President James F. Barker, was charged with creating a tobacco-free policy for Clemson University; and

WHEREAS, the Tobacco-Free Campus Task Force has sought feedback and opinions from a random sample of students, faculty and staff via an online survey; and

WHEREAS, the majority of staff who responded to the task force survey were in favor of implementing a tobacco-free policy; and

WHEREAS, the Staff Senate issued a survey to its senators, with the majority of responses being in favor of most of the components of the proposed policy; and

WHEREAS, the senators who responded to the senate's survey do not believe the proposed tobacco-free policy should apply to electronic cigarettes, as they can be used as a tool for smoking cessation and do not actually contain tobacco;

THEREFORE, BE IT RESOLVED THAT Staff Senate requests that electronic cigarettes be removed from the policy;

AND BE IT FURTHER RESOLVED THAT this resolution only represents the support of staff members currently serving as senators on the Staff Senate;

AND BE IT FINALLY RESOLVED THAT the Staff Senate supports the proposed policy as written, with the exception of prohibiting electronic cigarettes.